

**MINUTES**  
**COLEMAN PROFESSIONAL SERVICES**  
**BOARD OF TRUSTEES**  
**September 21, 2015**

*The Board of Trustees of Coleman Professional Services met in regular session in the Kent Building, 5982 Rhodes Road, in the City of Kent, at 7:00 p.m. on the twentieth day of September, 2015 the hour and date duly established for said meeting.*

**I. Call to Order and Welcome**

Trustees present: Toby Ann Weber, Kathy Baker, Russell Burgett, Roger Cram, Cid Cruise, Elizabeth Curtis, Justin Gates, Asha Goodner, Darryl Hunt, Frances Lantz, Lisa Muldowney, Michael Selzer, Lon Snyder, Brian Steere, Linda Walker, Sherrie Brown-MHRB rep

Trustees absent: Laura Cessna, Heather Madden, Sarah Malcolm, Rebecca Moore, Adam Rubin

Also in attendance: Nelson W. Burns, President and Chief Executive Officer  
Daisy Morris, VP and Chief Financial Officer  
Sandy Myers, VP and Chief Clinical Officer  
Tom Hatch, Chief Officer of Resource Development  
Jody Harkcom, Recorder

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**Call to Order:** Toby Ann Weber, President, calls the regular Board of Trustees meeting to order at 7:01 p.m.

**II. Mission Moment: The mission moment is presented by Summit BH client Kathleen Eup.**

**III. Review of Agenda**

Toby Ann Weber reviews the agenda for tonight's meeting.

**IV. Disposition and Approval of Minutes**

The meeting minutes for July 20, 2015 are reviewed and approved.

**FY16-06**

**BE IT RESOLVED**, the Coleman Professional Services Board of Trustees approves the minutes dated July 20, 2015.

**Action:** Kathy Baker made a motion that the board approve the minutes dated July 20, 2015. Asha Goodner seconded the motion; Justin Gates abstained. The motion passed.

**V. Standing Committee Reports:**

• **Summary of Committee Assignments**

There are a couple of new committee assignments. Asha Goodner has agreed to chair the Continuous Improvement/Client Rights Committee. Laura Cessna, currently on the CI/CR Committee has agreed to move to the HR Committee. Sarah Malcolm has agreed to chair the HR committee.

a) **Finance and Operations Committee: Brian Steere reported:**

- Financial Highlights are reviewed for July/August, 2015.
- Review of the annual board contracts and building leases. Resolutions are brought forward from the Finance Committee.

b) **Human Resources: Toby Ann Weber reported:**

- Preparation for CARF accreditation is in full force. CARF review will be scheduled for the December/January timeframe.
- There will be a new platform for HR administration (DATIS). Coleman is planning the kickoff mid-November. It is a virtual system and will manage the HR process starting with the recruitment of potential staff through the process of hiring, evaluation, payroll, through the termination of staff. It is a paperless process.

c) **Public Policy and Marketing Committee: Kathy Walker reported:**

- Four people will be representing Coleman at Hill Day in Washington DC on October 5-6. Attending are Nelson Burns, Roger Cram, Elizabeth Curtis and Kathy Myers.
- NAMI Walks will be held in all counties served by Coleman starting in late September through early October.
- Dessert Extravaganza is scheduled for October 25. The proceeds support Adult Day Services. Tickets are still available.
- October 9 is the fund raiser for Coleman Pregnancy Center.
- Youth Board presentations will be held at several area schools. Recently, parents of the students have shown an interest in learning more about how to deal with the stigma of mental illness.

**d) Continuous Improvement and Client Rights – Sandy Myers reported:**

- Reviewed the required data points.
- Reviewed data on compliance and client rights. The MUI (major unusual incidents) summary report is reviewed. Data reveals that Trumbull County rates high on overdoses.

**VI. Community Committee Reports****Mental Health and Recovery Board –**

The MHRB minutes are included in the board notebook for review.

**Coleman Foundation Report - Tom Hatch**

- The Right at Home fundraiser was a success. It was held September 19 at the home of Beverly Warren, president of Kent State University.
- Upcoming fundraisers:
  - The Pregnancy Center fundraiser will be held on the evening of October 9 at the Grace Baptist Church
  - Dessert Extravaganza will be held on October 25 at Coleman Adult Day Services
  - Brunch Bunch is held on Thanksgiving morning. The proceeds are split between Coleman, Family and Community Services and the Ben Curtis Fund.
- Coleman is planning to have an open house at Coleman Data Solutions to thank our funders for their support.

**VII. Old Business****a. Annual Board Policy Review (attachment)**

Revisions made to selected board policies are reviewed by the board and approved.

**FY16-07**

**BE IT RESOLVED**, the Coleman Professional Services Board of Trustees has reviewed and accepted the revisions made to several board policies.

**Action:** Roger Cram made a motion to accept the revisions made to the board policies as submitted. Fran Lantz seconded the motion. The motion passed.

**b. 457 Plans – Human Resources**

Coleman will initiate a benefit plan for highly compensated employees. A salary threshold is to be established of \$75,000 for participation in this plan. This is a voluntary plan with no cost to Coleman, and Coleman does not contribute to the plan.

**FY16-08**

**BE IT RESOLVED**, the Coleman Professional Services Board of Trustees authorizes and approves the 457 Plan for participation by Coleman employees at the \$75,000 and over salary range.

**Action:** Roger Cram made a motion to approve the 457 Plan as presented. Asha Goodner seconded the motion. The motion passed.

**VIII. New Business****a) Transitional-Aged Youth Housing Facility Funding Agreement**

Coleman is given the opportunity to sign a Transitional-Aged Youth Housing Facility Funding Agreement with the Stark County MHRB. The TAY housing is to be built within two years and is to be used as TAY housing for five years.

**FY16-09**

**BE IT RESOLVED**, the Coleman Professional Services Board of Trustees authorizes the President and CEO to sign the Transitional-Aged Youth Housing Facility Funding Agreement with Stark County MHRB.

**Action:** The motion was brought to the board by the Finance Committee. All in favor, the motion passed unanimously.

**b) Jefferson County Contract for Services and Leases**

Three building leases are offered for Coleman to operate its new services in Jefferson County. The Jefferson County Prevention and Recovery Board is offering its contract for the remainder of FY16.

**FY16-10**

**BE IT RESOLVED**, the Coleman Professional Services Board of Trustees authorizes the President and CEO to sign the Jefferson County Prevention and Recovery Board Contract for behavioral health services and the leases for the building to provide those services at 524 Madison Avenue, 3200 Johnson Road and 732 North Sixth Avenue.

**Action:** The motion was brought to the board by the Finance Committee. All in favor, the motion passed unanimously.

**c) Market Street, Warren, Ohio Lease for Offices**

A lease agreement to be signed by the CEO for Trumbull County to accommodate the need for more space for Trumbull BH services.

**FY16-11**

**BE IT RESOLVED**, the Coleman Professional Services Board of Trustees authorizes the President and CEO to sign the Market Street lease in Warren Ohio.

**Action:** The motion was brought to the board by the Finance Committee. All in favor, the motion passed unanimously.

**d) Summit County Contract for Services**

The annual contract for behavioral health services for the Summit County ADM is presented to the board for signature authorization.

**FY16-12**

**BE IT RESOLVED**, the Coleman Professional Services Board of Trustees authorizes the President and CEO to sign the Summit County FY16 contract for behavioral health services.

**Action:** The motion was brought to the board by the Finance Committee. All in favor, the motion passed unanimously.

**e) Stark County staff to attend CSH 2015-16 Supportive Housing Institute**

The CSH Supportive Housing Institute requires permission from the CPS Board of Trustees for selected Stark BH staff to attend its CSH training seminar for participation in a supportive housing development project in coordination with ICAN and the MHRSB of Stark County.

**FY16-13**

**BE IT RESOLVED**, that Coleman Professional Services Board of Trustees authorizes the designated Coleman Professional Services staff to attend the CSH 2015-16 Supportive Housing Institute and to become part of the team in a joint effort with the MHRSB of Stark County and ICAN Housing in developing a supportive housing project and to follow this project through its completion.

**Action:** Cid Emerine Cruise made a motion to authorize the Stark BH staff to participate in the CSH collaboration supportive housing development project. Roger Cram seconded the motion. The motion passed.

**IX. Appreciative Inquiry Questions**

President, Toby Ann Weber discussed the Board Self-Assessment. The best practice for governance is to review how a board operates. This review should take place every few years. The CPS Board has the desire to be a high performing board. The assessment process will help determine the success and productivity of this board.


**X. CEO and Board President's Report**

1. Board Roster: Updated Roster and Committee Assignments
2. NAMI Walks for Recovery
3. The Coleman café has a name: Bean and The Bakery. The soft opening will be in October and the grand opening will be early in November, 2015.

General session ends: 8:16 p.m.

**XI. The Board of Trustees go into Executive Session: Annual Evaluation of CEO**

8:23 p.m.

  
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Roger Cram, Board Secretary

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October 26, 2015

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Date